



## **SANTA FE COUNTY SHERIFF'S OFFICE HIRING PROCESS**

The Santa Fe County Sheriff's Office continuously recruits and accepts applications for Deputy Cadet and Deputy I positions. *The process for cadet is as follows:*

You should first thoroughly read the following documents

- (1) Testing Process.doc (this document)
- (1.1) SFSOR\_SOP ver 03-04-2008 requirements.doc

### **APPLICATION PROCESS**

Complete and submit the following documents to the County Human Resources Division  
(205 Montezuma, P.O. Box 276, Santa Fe, NM 87504)

- (2) Pre\_Employment\_Inquiry.doc
- (3) SFC\_Employment\_Application.doc
- (3.1) SFC\_Appl\_employ\_hist\_cont.doc (Employment history continuation - as necessary)

Complete and submit the following documents to the Santa Fe County Sheriff's Office, CSS Division  
(ALL of these documents MUST be **NOTARIZED**)

- (4) Background\_Investigation1.Doc
- (5) Background\_Investigation2.Doc
- (6) Background\_Investigation3.Doc
- (7) Hold-harmless\_agreement.Doc
- (8) Personal\_History\_Questionnaire.Doc
- (8.1) Residence\_History\_Continuation.Doc (as necessary)
- (9) Pre-Investigation\_Questionnaire.Doc
- (10) Essay.Doc (does not require notarization)

### **You will also need the following documents available for the Sheriff's Office to review.**

- Official Birth Certificate (Note: We do not make copies of your Birth Certificate)
- High School Diploma or GED / Transcripts
- DD214 -- if you were in the Military
- Current Credit Report (from all three services) – Note Credit Score Link in document package
- Any other applicable certificates

### **APPLICATIONS ARE REVIEWED, AND QUALIFIED APPLICANTS ARE INVITED TO TAKE THE WRITTEN EXAMINATION**

### **WRITTEN EXAMINATION**

Each applicant must obtain a minimum passing score of 70% on the written examination to be eligible for the next testing phase.

## **PHYSICAL ABILITY TEST**

Each applicant that passes the written examination must pass the physical ability test. The physical ability test consists of sit-ups, push-ups, a 1.5-mile run, and a 300-meter run. To be eligible for the next testing phase, the minimum of the State Law Enforcement Academy standards must be met (see the following page for details).

## **ORAL INTERVIEW**

Applicants who have successfully completed the written examination and the physical ability test will move forward to an oral interview with an interview panel. Upon passing the oral interview, a list of eligible candidates will be forwarded to the Sheriff for a decision.

## **BACKGROUND INVESTIGATION**

Applicants that have met the above criteria, and that have been selected by the Sheriff, will be subject to an extensive background investigation.

## **PRE-EMPLOYMENT**

All potential employees must adhere to a pre-employment test, which will consist of a drug/alcohol screening and a complete physical examination.

## **PSYCHOLOGICAL EVALUATION**

Applicants must undergo and pass a psychological examination with a qualified psychologist hired by Santa Fe County.